INSTRUCTIONS FOR COMPLETION OF FMD-19

General Information

· The FMD-19 Instructor Evaluation form may only be completed by an FFTC representative who is authorized to evaluate instructors.
· The FMD-19 is designed to evaluate an instructor while conducting lecture or practical skills training.
· To be evaluated, the individual must be a probationary or certified instructor.
· An instructor may only receive one (1) evaluation (lecture or practical) per site visit by an evaluator.
· The instructor being evaluated is assumed to be in charge of the class for purposes of the evaluation and is required to provide documentation of compliance with FFTC record keeping requirements (D-6)..

Type of Evaluation

In the top right corner of the FMD-19, enter an "X" to indicate the type of evaluation; "Lecture" or "Practical".

Scoring Key

a. Enter a score of 1, 2, 3, 4 or 5 to rate the instructor on each item within a category.
b. Each item must be scored in the five applicable categories for the evaluation to be complete.

Evaluation Categories

a. The following four categories must always be completed in their entirety:
 A - Preparation
 B - Self Presentation
 C - Instructional Techniques
 D - Class Management

b. Depending on the type of evaluation being administered, choose and complete the applicable category:
 E - Lecture
 F - Practical

Evaluation Results

a. Each of the following items must have a minimum score of "3" to receive a satisfactory evaluation rating.
 · **A-1 Punctuality**
 · **D-1 Maintains Class Discipline**
 · **D-2 Emphasizes and Practices Safety**
 · **D-5 Achievement of Objectives**
 · **D-6 Maintains Required Records**
 · **E-1 Subject Knowledge**
 · **F-4 Demonstrates Proficiency**

b. In addition to a minimum score of "3" on each item above, the sum of the scores for the five applicable categories must total a minimum of 84 points, to receive a satisfactory evaluation rating.
c. Enter an "X" to indicate the evaluation rating; "Satisfactory" or "Unsatisfactory".

Evaluator's Comments

a. Evaluators are required to complete this section.
b. When making suggestions for improvement, the category letter and item number should be referenced, e.g., D-1.

Review Evaluation With Instructor & Provide Copy

a. Review the evaluation in private with the instructor.
b. Request the instructor sign form to acknowledge the evaluation. If he/she refuses, so indicate in signature block.
c. Provide the instructor with a completed copy of the FMD-19 before leaving the class site.

Distribution

White - Lansing Instructor File;   Yellow - Retained by Training Coordinator;   Pink - Instructor

FMD-19 (05/01/01)
Michigan State Police
MI Fire Fighters Training Council

INSTRUCTOR EVALUATION
Instructions for Completion on Back

☐ Lecture
☐ Practical

Instructor Name:	Status: ☐ Probationary ☐ Certified	Soc. Sec. No:
Course Name:	Subject:	Course No:

SCORING KEY.   I - **Unacceptable**   **2 = Needs Improvement**   **3 = Average**   **4 = Good**   **5 = Excellent**

	Score
1. Punctuality	
2. Learning Environment	
3. Motivational Statement	
4. Overview of Lesson	
5. Reviews Lesson Objectives	
Sub-total	

	Score
1. Personal Grooming	
2. Maintains Eye Contact	
3. Uses Appropriate Language	
4. Varies Voice (Volume, Pitch, Rate)	
5. Free of Distracting Mannerisms	
Sub-total	

	Score
1. Teaching Method	
2. Use of Instructional Aids	
3. Encourages Student Participation	
4. Response to Questions	
5. Thoroughness	
Sub-total	

	Score
1. Maintains Class Discipline	*
2. Emphasizes and Practices Safety	*
3. Lesson Plan Quality	
4. Lesson Conformity	
5. Achievement of Objectives	*
6. Complies with FFTC policies & procedures	*
Sub-total	

Choose "E - Lecture" *OR "F - Practical"* - Do <u>NOT</u> Complete Both

E - Lecture:	Score
1. Subject Knowledge	*
2. Order of Instruction	
3. Pace of Instruction	
4. Maintains Interest	
5. Checks for Understanding	
6. Transitions Smoothly	
7. Summary	
Sub-total	

	Score
1 . Organization	
2. Provides Clear Instructions	
3. Demonstrations are Visible	
4. Demonstrates Proficiency	*
5. Pace of Instruction	
6. Student Participation	
7. Summary	
Sub-total	

EVALUATION RESULTS		TOTAL SCORE
* Denotes items requiring a minimum score of 3 to receive a satisfactory rating	Minimum total score to receive a satisfactory evaluation is 84.	
Evaluation Rating:	☐ Satisfactory ☐ Unsatisfactory	

Evaluators Comments:

I have reviewed this evaluation with the instructor and provided him or her with a copy.

_____ _____
Evaluator Signature   Date

I have reviewed this evaluation and understand that my signature does not imply agreement or disagreement.

_____ _____
Instructor Signature   Date

Evaluator's Recommendation (Check One)
☐ Schedule a Lecture Evaluation
☐ Schedule a Practical Evaluation
☐ Upgrade to Certified Instructor
☐ For File Only

Region Supervisor's Recommendation (Check One)
☐ Concur with Evaluator's Recommendation
☐ Other: _____

_____ _____
Signature   Date